

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
OFFICE OF COLONIA INITIATIVES
TEXAS BOOTSTRAP LOAN PROGRAM**

**Form 21
Residential Construction Funding Checklist**

NOHP	INITIAL DRAW	PS
<input type="checkbox"/>	Funding request (Form 23)	<input type="checkbox"/>
<input type="checkbox"/>	Request for Disbursement #1	<input type="checkbox"/>
<input type="checkbox"/>	Original Document Correction Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Original Disclosure Statement	<input type="checkbox"/>
<input type="checkbox"/>	Original Construction Loan Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Original Mechanic's Lien Note	<input type="checkbox"/>
<input type="checkbox"/>	Certified copy of Closing Disclosure & Texas Disclosure (Form T-64)	<input type="checkbox"/>
<input type="checkbox"/>	Original Note	<input type="checkbox"/>
<input type="checkbox"/>	Property Survey	<input type="checkbox"/>
<input type="checkbox"/>	Original Affidavit of Identity	<input type="checkbox"/>
<input type="checkbox"/>	Original Subcontractor List	<input type="checkbox"/>
<input type="checkbox"/>	Original Lender/Consumer Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Certified Copy of Mechanic's Lien Contract	<input type="checkbox"/>
<input type="checkbox"/>	Certified Copy of Deed Trust	<input type="checkbox"/>
<input type="checkbox"/>	Subordination of Lien (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Certified copy of Financing Statement – State (recorded original to follow)	<input type="checkbox"/>
<input type="checkbox"/>	Certified copy of Financing Statement – County (recorded original to follow)	<input type="checkbox"/>
<input type="checkbox"/>	Certified copy of Closing Disclosure & Texas Disclosure (Form T-64)	<input type="checkbox"/>
<input type="checkbox"/>	Original Notice of Invalidity of Oral Agreements	<input type="checkbox"/>
<input type="checkbox"/>	Original New Home Closing Certificate	<input type="checkbox"/>
<input type="checkbox"/>	Certified copy of Transfer of Lien	<input type="checkbox"/>
<input type="checkbox"/>	Original Mortgage Fraud Notice	<input type="checkbox"/>
<input type="checkbox"/>	Original Survey and Title Letter	<input type="checkbox"/>
<input type="checkbox"/>	Original Affidavit of Occupancy	<input type="checkbox"/>
<input type="checkbox"/>	Original W-9 Form	<input type="checkbox"/>
<input type="checkbox"/>	Disclosure Regarding Review of Loan Documentation	<input type="checkbox"/>
<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>
<input type="checkbox"/>	Plans or work write-up (rehab)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of approval of the Plans by any necessary Governmental Authority	<input type="checkbox"/>
<input type="checkbox"/>	Building Permit and all other permits required by Governmental Requirements with respect to the construction and development of the property	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of the availability of all utilities to the property, including specifically, but without limitation, gas, electricity, sewer and water services	<input type="checkbox"/>
<input type="checkbox"/>	Life of the Loan Flood Certification	<input type="checkbox"/>
<input type="checkbox"/>	Initial Loan Contact Information (Form 27)	<input type="checkbox"/>
<input type="checkbox"/>	Copies of any other lien documents (deed of trust & note, if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Builder's Risk Insurance	<input type="checkbox"/>
<input type="checkbox"/>	Pictures (rehab only)	<input type="checkbox"/>

TDHCA PROGRAM SERVICES USE ONLY

Comments: _____

Reviewed By: _____

Date Approved: _____

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NOHP	RECORDED DOCUMENTS & TITLE POLICY	PS
<input type="checkbox"/>	Original Policy	<input type="checkbox"/>
<input type="checkbox"/>	Original recorded Mechanic's Lien Contract	<input type="checkbox"/>
<input type="checkbox"/>	Original recorded Deed of Trust	<input type="checkbox"/>
<input type="checkbox"/>	Original recorded Transfer of Lien	<input type="checkbox"/>
<input type="checkbox"/>	Original Recorded Financing Statement – State	<input type="checkbox"/>
<input type="checkbox"/>	Original Recorded Financing Statement – County	<input type="checkbox"/>

The following documents must be mailed directly to TDHCA by the NOHP, please note that TDHCA will not release the final 10% retainage until all documents listed below have been received and until 31 days after the Affidavit of Completion has been filed of record:

NOHP	FINAL DRAW	PS
<input type="checkbox"/>	Funding Request for remaining loan amount & administrative fee (Form 23)	<input type="checkbox"/>
<input type="checkbox"/>	Request for Final Disbursement	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Final Survey (with improvements)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Hazard Insurance Binder/Policy <i>showing TDHCA as loss payee</i>	<input type="checkbox"/>
<input type="checkbox"/>	Appraisal Report	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Certificate of Occupancy (if property is located within city limits)	<input type="checkbox"/>
<input type="checkbox"/>	Final Inspection Report from a certified third party inspector (for properties located outside city limits)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Recorded Affidavit of Completion	<input type="checkbox"/>
<input type="checkbox"/>	Original Waiver of Subordination of Mechanic's Lien	<input type="checkbox"/>
<input type="checkbox"/>	Construction Breakdown Form (100% completed)	<input type="checkbox"/>
<input type="checkbox"/>	Final Inspection Report from TDHCA	<input type="checkbox"/>
<input type="checkbox"/>	Pictures	<input type="checkbox"/>
<input type="checkbox"/>	Sweat Equity Affidavit (Form 25) or Owner-Builder Time Sheets (Form 26)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of homebuyer education certification	<input type="checkbox"/>
<input type="checkbox"/>	Copy of First Payment Letter	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Tax Certificates	<input type="checkbox"/>

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